

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5130

TITLE: WASTEWATER PLANT OPERATIONS MANAGER

GRADE: S-32

DEFINITION:

Under general direction, plans, directs, and manages the safe, cost-effective, and environmentally sound operation of the wastewater treatment plant including process operations, engineering, safety, and design and management of plant expansion and modification in order to meet regulatory requirements; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Wastewater Plant Operations Manager is a single position class.

ILLUSTRATIVE DUTIES:

Manages and directs all operations related to the County's wastewater treatment plant including process operations, engineering, safety, and design and management of plant expansion and modification;

Establishes strategic plans, policies, and procedures related to functional area;

Keeps current with new technology and innovations in wastewater treatment operations;

Reviews and prepares response plans to natural disasters, threats, hazardous waste or environmental incidents to maintain effective plant operation;

Reviews and recommends for approval plans, designs and specifications for plant expansion and modification projects;

Provides direction, oversight, and long range planning for environmental monitoring;

Reviews technical reports and data related to environmental issues and recommends changes in monitoring and/or control systems;

Investigates and prepares technical reports, and correspondence on program assignments, regulatory issues and citizens complaints;

Supervises, guides, trains and evaluates subordinate staff;

Oversees supervisory staff to assure appropriate staff training and compliance with established policies and procedures;

Participates on the senior management team in establishing, administering, directing, and monitoring operations, management, and maintenance strategies;

Maintains cooperative and proactive alliances with vendors, citizens, environmental groups, County, State and Federal agencies;

Acts as liaison with other area jurisdictions on Agency's operations and programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods and equipment used in plant operation, plant maintenance, construction, and of inspection methods used in reviewing work in the functional area;

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Ability to review construction documents, designs, and proposals for costs, design requirements, and compatibility with County standards, guides and operational needs;
Knowledge of the legislative and executive decision making process;
Ability to identify organizational problems, evaluate possible solutions, and select and implement the advantageous course of action;
Ability to coordinate long-term, complex project plans;
Ability to determine appropriate technologies to facilitate conducting analytical and evaluative work;
Ability to implement greater effectiveness and efficiency through the introduction of existing or emerging technologies;
Ability to initiate, collect, and compile research;
Ability to prepare and review reports, specifications, and contract documents, studies, and technical analysis and present finding in clear and concise format;
Ability to supervise professional and paraprofessional employees including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;
Ability to communicate clearly and effectively both orally and in writing and interact effectively with the public;
Ability to negotiate with individuals and groups internally and externally;
Ability to develop an expansive professional network with other organizations.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to graduation from a four year college or university accredited by the Accreditation Board of Engineering and Technologies with a bachelor's degree in civil or environmental engineering or related field; PLUS five years of progressively responsible professional experience in the appropriate engineering field.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Virginia Wastewater Treatment Operator Class I license or the ability to obtain same within six months of appointment is required.

ESTABLISHED: October 12, 2007